



Appl. No. 1749,842

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Docket No. RKP-5565

## ABSTRACT OF THE DISCLOSURE

In a single software package including a data entry interface that supports entry of data in multiple formats, including a word-processing format and/or a spreadsheet format for numerical processing of numerical data, all personal data of a user can be entered into a single personal data file of a single program. By implementation of the single software package, data is made easily accessible and transportable. The flexibility and convenience of data organization and retrieval afforded by the single software package includes a provision by which organization, storage and retrieval of the entered data are governed by user-defined parameters, and pre-defined personal data categories and subcategories may be utilized to further organize the personal data. Additionally, a data entry interface supports data entered by scanning may provide an improved quality of life for a user by freeing time and resources of the user.